

# Preface

The **Idaho Administrative Code** is published annually by the Department of Administration, Office of the Administrative Rules Coordinator, pursuant to Section 67-5204, Idaho Code. The Administrative Code is a compilation of all final and temporary administrative rules affecting the citizens of Idaho that have been promulgated and adopted in accordance with Title 67, Chapter 52, Idaho Code. The Administrative Code is the official text for purposes of Judicial Notice pursuant to Section 67-5204(3), Idaho Code.

## CITATION TO THE IDAHO ADMINISTRATIVE CODE

The Administrative Code may be referenced as a whole or by an individual section(s). For example, IAC Vol. 1-565, 2005, refers to page 565 of Volume 1 of the July 2005 issue of the Idaho Administrative Code (IAC). A Section of a rule may be cited as follows: IDAPA 44.01.01, Section 010. Citations to further subdivisions of a rule are as follows: IDAPA 44.01.01, Subsection 010.01, or Paragraph 010.01.a., or Subparagraph 010.01.a.i.

## RELATIONSHIP TO THE IDAHO ADMINISTRATIVE BULLETIN

The **Idaho Administrative Code** is published once a year and is a compilation of all final and enforceable administrative rules either final or temporary that are in effect in Idaho. All effective and enforceable administrative rules must be formally promulgated and adopted or extended by the Idaho Legislature in accordance with Title 67, Chapter 52, Idaho Code. The **Idaho Administrative Bulletin** is a monthly publication of all rulemaking documents addressing or otherwise amending the Administrative Code.

To determine if a particular rule remains in effect, or if any amendments have been made, the reader should refer to the **Cumulative Rulemaking Index of Idaho Administrative Rules** that is printed in each Bulletin and is available on-line at <http://www.adm.idaho.gov/adminrules/>.

## AVAILABILITY OF THE ADMINISTRATIVE CODE AND BULLETIN

The Idaho Administrative Code and all monthly Bulletins are available for viewing and use by the public in all 44 county law libraries, state university and college and community college libraries, the state law library, the state library, the Public Libraries in Boise, Pocatello, Idaho Falls and Twin Falls, the Lewiston City Library, East Bonner County Library, Eastern Idaho Technical College Library, BYU Idaho Library, and Northwest Nazarene University Library.

**Internet Access** - The Administrative Code and Bulletin are available on the Department of Administration's Administrative Rules homepage at the following address: <http://www.adm.idaho.gov/adminrules/>.

## SUBSCRIPTIONS AND DISTRIBUTION

For subscription information and costs of publications on the documents listed below, please contact the Department of Administration, Office of the Administrative Rules Coordinator, 650 W. State Street, Room 100, Boise, Idaho 83720-0306, telephone (208) 332-1820 or order on -line at <http://www.adm.idaho.gov/adminrules/>.

The **Idaho Administrative Bulletin** is an official monthly publication of the State of Idaho. Yearly subscriptions or individual hard copies are available for purchase or can be accessed on-line free of charge.

The **Idaho Administrative Code**, is an annual compilation or supplemental compilation of all final and enforceable agency rules and includes tables of contents, reference guides, a rulemaking index and a subject index.

**Individual Rule Chapters** and **Individual Rulemaking Dockets**, are specific portions of the Bulletin and Administrative Code produced on demand or are available on-line.

**EDITOR'S NOTE:** All rules are subject to frequent change. Users should reference all current issues of the *Administrative Bulletin* for negotiated, temporary, proposed, pending, and final changes to all rules, or call the Office of the Administrative Rules Coordinator at (208) 332-1820.

## **HOW TO USE THE IDAHO ADMINISTRATIVE CODE**

Rulemaking documents produced by state agencies and published in the *Idaho Administrative Bulletin* are organized by a numbering system. Each state agency has a two-digit identification code number known as the “**IDAPA**” number. (The “**IDAPA**” Codes are listed in the alphabetical/numerical index at the end of this Preface.) Within each agency there are divisions or departments to which a two-digit “**TITLE**” number is assigned. There are “**CHAPTER**” numbers assigned within the Title and the rule text is divided among major sections and subsections. An example IDAPA number is as follows:

### **IDAPA 38.05.01.060.02.c.ii.**

“**IDAPA**” refers to Administrative Rules in general that are subject to the Administrative Procedures Act and are required by this act to be published in the *Idaho Administrative Code* and the *Idaho Administrative Bulletin*.

“**IDAPA 38.**” refers to the Idaho Department of Administration.

“**05.**” refers to Title **05** which is the Department of Administration’s Division of Purchasing.

“**01.**” refers to Chapter **01** of Title 05, “Rules of the Division of Purchasing”.

“**060.**” refers to Major Section **060**, “Content of the Invitation to Bid”.

“**02.**” refers to Subsection 060.02.

“**c.**” refers to Paragraph 060.02.c.

“**ii.**” refers to Subparagraph 060.02.c.ii.

A subject index is found at the back of each volume referencing two types of entries. First, an **ALL CAPTIAL** reference indicates that the particular reference is found at the major section level (i.e., “010” noted above). Second, a “**Title Caps**” reference indicates that the particular reference is found at the first level subdivision (i.e., “01” noted above).

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**Office of the Administrative Rules Coordinator  
PO Box 83720  
650 W. State Street, Room 100  
Boise, Idaho 83720-0306  
(208) 332-1820  
(208) 332-1896 Fax**

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